SPAR* System Users Manual - Quarterly Report Section

*Acronym meaning:
Spending Plan and
Activity Reporting

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County Collaboration

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Introduction

Welcome to the **S**pending **P**lan **A**ctivity **R**eporting (**SPAR**) User Instructions.

This document is designed to provide you with both an overview of the system and its functions as well as a detailed review of how to use each function within the **SPAR** menu in the *TARGET* system.

These User Instructions have been organized to follow the process of setting up and processing the initial Spending Plan for review and acceptance in the Spending Plan Section and then in Section II the same sequence is followed for the preparation and submission of the required Biennial Quarterly Report.

The **SPAR** system is a sub-system of the *TARGET* application. Each county must identify those individuals who will be given access to **SPAR** both for viewing and for form submittal. **SPAR** requires that users be familiar with and have the proper access rights to the *TARGET* system in order to use the functions with in the **SPAR** menus. Users unfamiliar with the *TARGET* system and the access process should refer to the *TARGET* User Instructions to understand *TARGET* related functions and the registration / log-in process for *TARGET*.

Due to the dynamic environment in which this process lives you can certainly expect changes to the **SPAR** system. We will do our best to update this document as changes occur and to provide you with updates as they are available.

If there are questions about the system or suggestions to improve the instructions please contact the *TARGET* Helpdesk at 1-888-461-8898.

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General Information – Development and Submission Process
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SPAR serves as the automated tool for Counties to submit both their Spending Plan(s) and Biennial Quarterly Reports. Additionally, **SPAR** provides for receipt, notification, review and approval of the Spending Plan and Biennial Quarterly Reports. **SPAR** also documents the current version of the Spending Plan along with all previously approved versions.

The Spending Plan Process

The Spending Plan (SP) allows County staff, to allocate revenue awards from the DASA contract to the BARS activity codes in which they will be expended over the course of the contract. The second step in this process is to estimate the level of contracted service to be delivered in each BARS activity code involving direct service activity. This allocation process creates the SP and becomes the map against which payments and contract performance are monitored. The SP, once created, must be electronically submitted to the DASA Regional Administrator (RA). When approved by the RA, the SP becomes a contract document and guides payment and monitoring over the course of the biennial contract.

The SP always reflects the full 24-month term of the contract. No payments will be made to a County prior to the completion and approval of the SP in the **SPAR** system.

The Quarterly Report Process

The Quarterly Report (QR) is the contract reporting requirement that must be submitted to the RA within sixty days following the end of each biennial quarter (six month period) of the County contract.

The QR's are cumulative such that the report for the first quarter covers the period from July 1 through December 31 and the second QR covers the period from July 1 in Year one to June 30 of the following year and so on.

There are three parts to the electronic QR:
- The first is the County Expenditure Report that tracks the service delivery and expenditures over the course of the contract.
- The second is the Revenue Report. This form tracks the proportion of the contracted budget that has been expended by the County and what

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       portion has been reimbursed by DASA through the end of the report
       quarter.

- The third part of the QR is the Quarterly Report Checklist. This form
  verifies the County's submission of the required narrative reports related
  to contract performance.

The County retains ownership of their draft plans/reports until they submit them
for the DASA Regional Administrator (RA) to approve. No one can make
changes to the draft or submitted reports by the county.

The **SPAR** system works in the same general manner for both the SP and the
QR. The steps in developing the two sets of documents are slightly different but
the flow of managing the forms is the same. This section will review that
process.

The first step in either process is to go into the **SPAR** menu on *TARGET* and
choose the activity or function that you want to complete.

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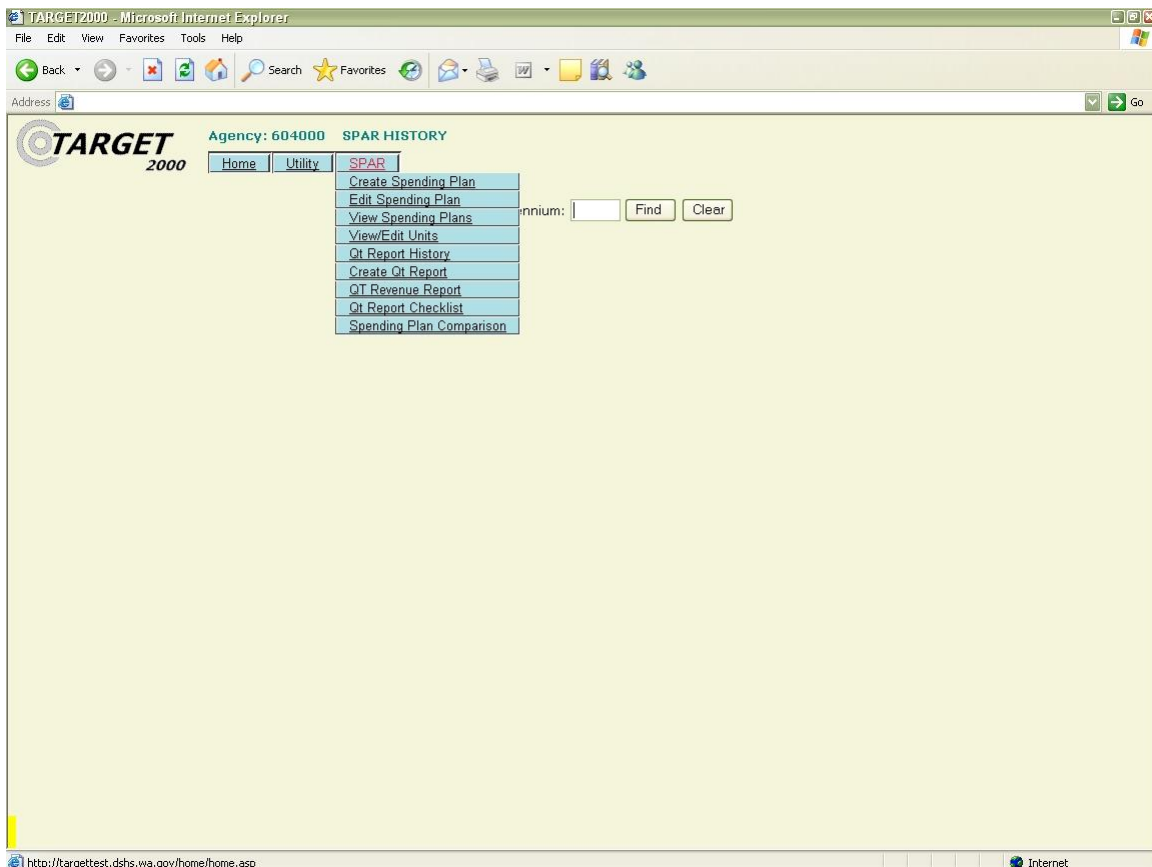
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In both the SP and QR process the next step is to choose the Create Spending Plan (or Quarterly Report) option from the menu. It is not possible to create a new document if there is draft that has not been either deleted or submitted to the RA for approval. (See figure on next page.)

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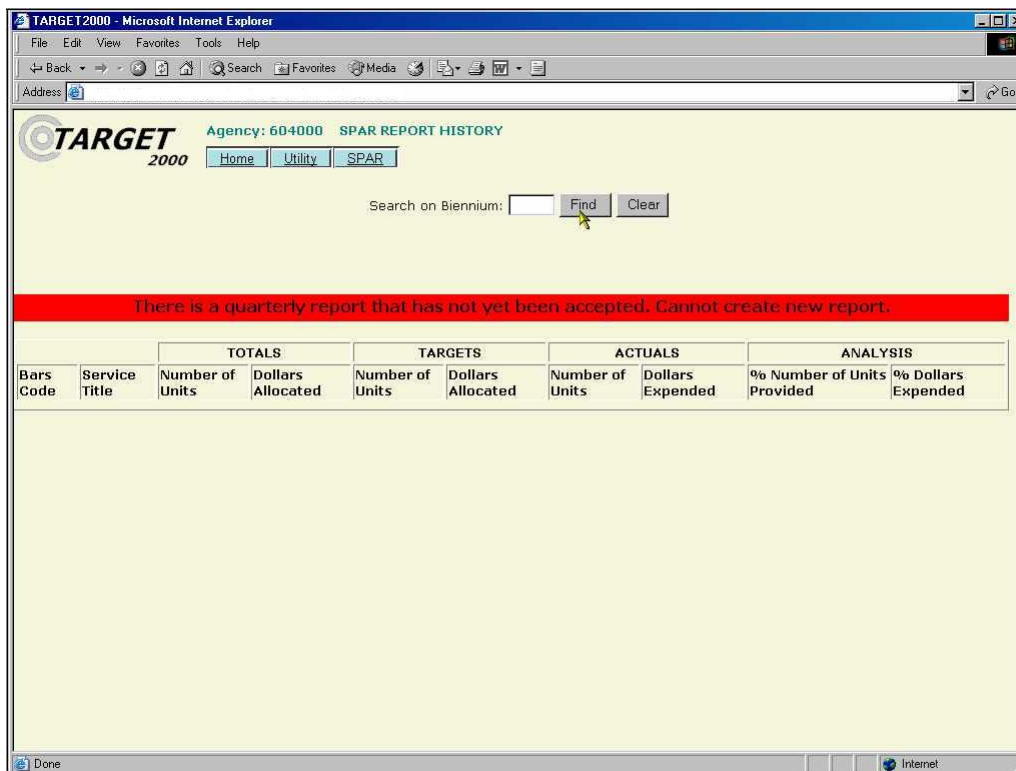
Once the selection is made, the screen will change to a view of the biennium look-up. Here the user can fill in the biennium being addressed or click on the "Go" button. The screen will then change to the first data entry screen of the function that you are working on.

Fields that have grayed out numbers or zeroes listed are locked fields that are generated by the system and cannot be edited by the user. This is true for all screens in the system. Fields with black or magenta numbers in them can be edited.

After completing the data entry for all of the items for either the SP or the QR, the user should review all their input for accuracy. This can either be done online or the document can be printed from **TARGET** or the user can transfer the document to a spreadsheet program such as Microsoft Excel. (Instructions for doing this transfer are included in Appendix A.)

Assuming that the document is complete, the user then selects the View/Edit choice for the document being prepared. On the line related to the draft

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presently being worked, there will be a button on the far right of the screen labeled "Submit". You must click on this button to submit the document for review by the DASA RA.

Both of the View/Edit screens have the same layout.
- There is a separate line for each version of the document being stored in the system.
- The two far left columns list the county and biennium of the item.
- The next column displays the date that the Spending Plan related to that document was created.   The QR look-up page has a column for which quarter the report is reviewing and then each screen has a column which will automatically display the date upon which the item has been submitted to the RA for review.
- The last two columns automatically show the date upon which the RA opens the document for review and finally the date on which the RA accepts the plan or report for incorporation into the contract file.

Once the document has been submitted the buttons on the right hand side of the View Edit screen will change to offer a "Recall" button. The draft document can be recalled by the County staff at any point prior to the RA actually starting to review the item. Once the form has been opened for review by the RA the County "Recall" button will be made inactive and the County cannot retrieve the document for changes.

The only way for the item to be changed at this point is for the RA to reject the document. This sends the item back to the County for modifications and the submittal process needs to start over again. Once the document is accepted by the RA it cannot be modified.   The only change that can happen at this point is to submit a newly prepared item for review and approval.

After submitting the document, the item cannot be edited by the County staff without clicking on the "Recall" button to retrieve the document. Prior to submission the County staff can save and reopen or modify a plan or report as many times as they choose. The editing or correction process requires going into the View/Edit screen and recalling or selecting the plan/report to be modified. This will bring up a screen from which the user can begin to make the necessary changes to the form.

The document should be saved by clicking on the "Save" button in whatever screen the user is working before moving off of the screen or any data entry done during that session may be lost.

Section 1 – Spending Plan

Creating the Spending Plan

The first step in creating the Spending Plan is to select the Create Spending Plan option from the **SPAR** menu in *TARGET.* The system will then display the biennium selection screen.

After clicking the "Go" button the user is taken to the revenue type selection screen. This screen has a drop down listing of all of the revenue award categories in your County's current contract. The list of available awards can be accessed by clicking on the small arrow to the right of the field labeled "Revenue Award".

The user then selects one of the award categories to work on. The list will only display those categories in which the County has received an award for the selected biennium. When a category is selected from the list the screen moves to the data input screen for the selected revenue type. This screen lists the allowable BARS activity codes for that revenue category. The top of the screen displays the actual award amount for the contract period in that revenue column.

Section I – Spending Plan

The user must then fill in the allocated dollar amounts for each of the allowable BARS activity types under that award category. The screen displays amounts for some BARS lines with a magenta or deep red color when numbers are entered into the line. This color coding is to indicate that allocations in these lines must be specifically approved by the RA for this fund source.

The system will not allow more money to be allocated than the amount of the award but a plan can be saved with less than the total award amount having been allocated. It is suggested the user click on the save button to update the Spending Plan after each revenue award has been allocated to the proper BARS lines. The system will not allow a plan to be submitted for review by an RA if all of the funds have not been allocated and the totals do not balance.

The County staff member then returns to the revenue drop down list box at the top of the screen to select another category and complete the allocation for the selected revenue source.

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Section I – Spending Plan
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When all of the revenue streams have been allocated, the next step in the process is to enter the expected or planned service levels into the plan. This is accomplished by returning to the **SPAR** menu and select the option titled View/Edit Units.
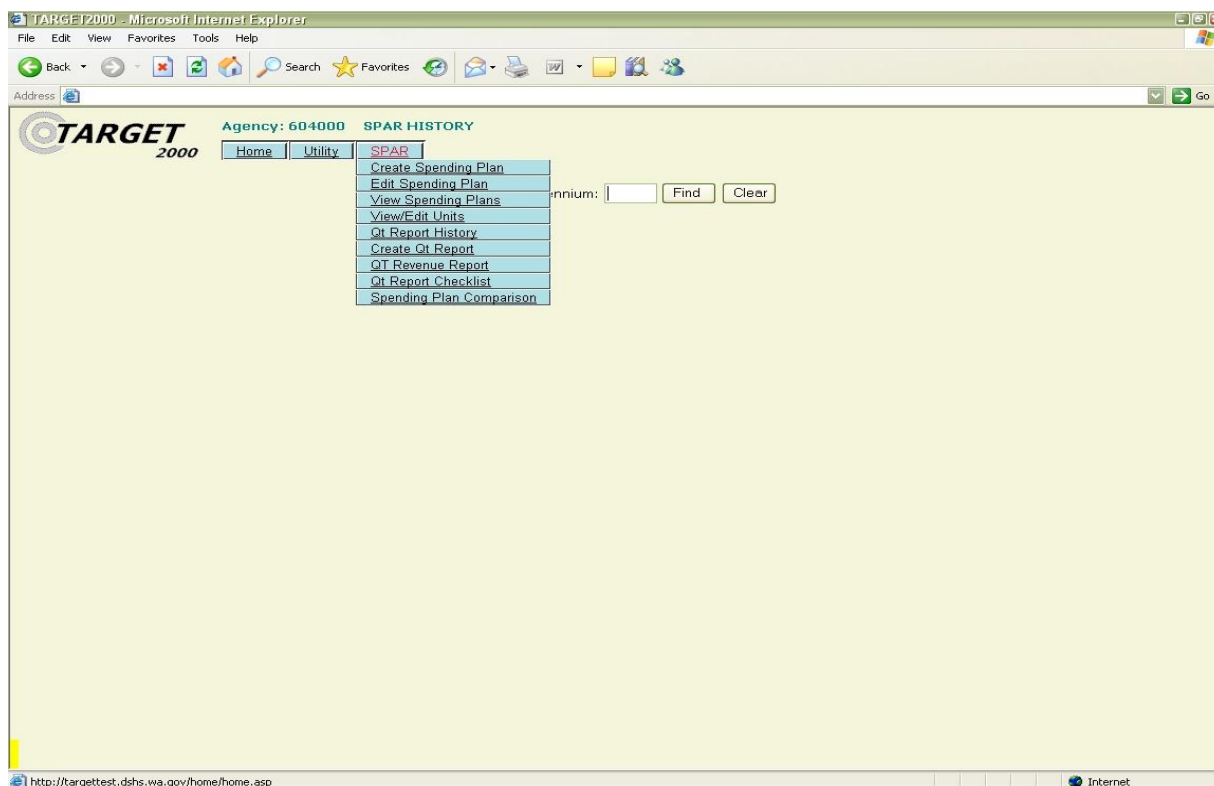
Section I – Spending Plan

This selection will take you to a screen which depicts the service unit choices for the various BARS activity codes. At the top of this screen there is a box into which you enter the county estimate of the number of clients to be served under the Criminal Justice funding for this contract period.

Starting at the left of the screen is displayed the BARS Activity codes. Next a column listing the expected number of units (service level) for each BARS line is presented. The next column indicates the agreed upon service unit type for that BARS line. The column to the right of this is the unit cost amount for each of the BARS categories. The last column displays the revenue award amount allocated in the Spending Plan to that BARS code.

This screen is designed to accept input from the County staff in either the Number of Units column or the Unit Cost column. When a number is entered in either of these two columns the system will generate the resulting counts in the other column based upon the award amount in that line.

Once all of the Number of Unit or Unit Cost lines have been filled in the user must click on the save button at the bottom of the screen to save the service information into the Spending Plan. (You must scroll all the way to the bottom to find the save button).

Section I – Spending Plan

Upon completion of the Spending Plan Units screen the Spending Plan is complete and the plan can be submitted to the RA for review by selecting the View Spending Plan option from the **SPAR** menu and clicking on the "Submit" button on the far right of the line listing the completed plan.

Section 2 – Biennial Quarterly Report

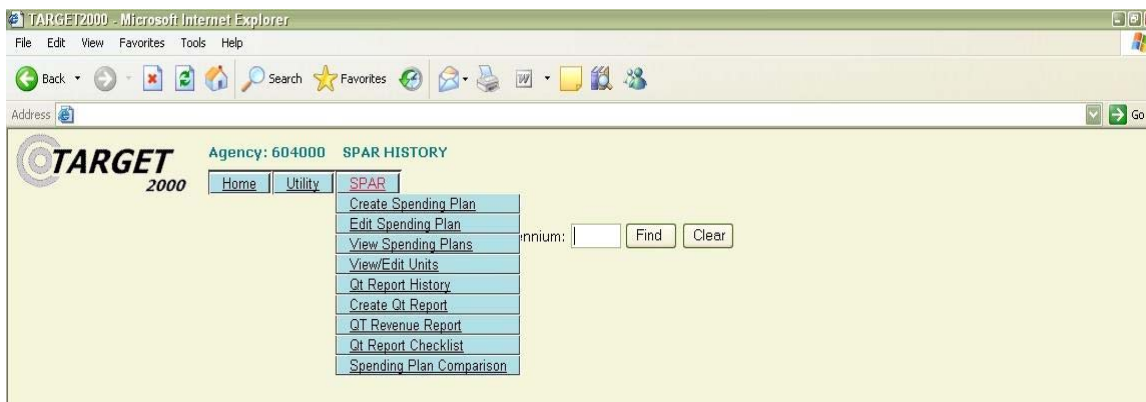
Creating the Biennial Quarterly Report

The process of creating the Biennial Quarterly Report involves completing three separate electronic forms by filling in the appropriate information on each form.   The three forms in combination comprise the electronic section of the Biennial Quarterly Report. There are several additional narrative reports that are part of the required quarterly submission.

The first two of the electronic sections of the report, the Quarterly Expenditure Statement and the Quarterly Revenue Statement, involve a combination of system generated numbers and County staff entered values. Both of these reports are cumulative throughout the biennium. This means that for each quarter the report totals expected/planned units and compares them to service/budget activity from the start of the biennium to date. This means that the quarterly reports are self-correcting. If there is a period of unreported or reduced activity or spending in one quarter, data entered over the next quarterly period will be added to the next quarterly report and can correct for the slow period.

The third section of the **SPAR** Quarterly Report is a yes/no checklist that documents submission of the required narrative sections of the Biennial Quarterly Report.

The Expenditure Statement

The Expenditure Statement is the first step in completing the quarterly report package in **SPAR**. The process begins by going to the **SPAR** menu in *TARGET* and selecting or clicking on the Create Qt Report choice from the menu.

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The user is then taken to several search screens asking which county and which biennium the report is being created for. User rights and access rights are controlled by your UserID. If you do not have rights to more than one County then you will only have one option in the County search screen.

Upon selecting from these choices the user is taken to the Expenditure screen. There can be only one draft quarterly report in the system for a county at a time. If you already have created a quarterly report that has not been accepted by the DASA Regional Administrator and then complete the steps above, the system will display the following error.
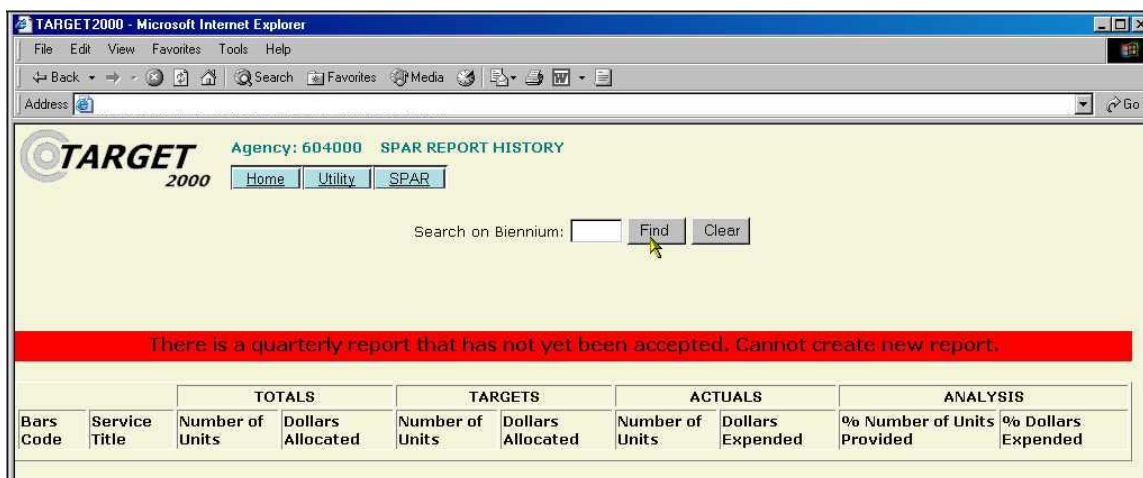
If this occurs the user must go back to the **SPAR** menu and select the Edit /View Expenditure Report option from the menu. The system will again open the biennium search screen. Upon selecting the proper biennium (or just click on the Find button) you will see the report selection screen. At this point you can either select the already created draft and work from that to complete the statement or on the right side of the line for the draft

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plan is a delete button you can click on this to delete the draft and then go back to the Create screens to start the process again.

The relationship between the Spending Plan and the Quarterly Report is reflected on the Quarterly Report selection screen, displayed above, by the "**SPAR** Date" column on the screen. This is date of acceptance of the Spending Plan that the report is being based upon. The other columns on this screen reflect:
- ▸ the County of the report,
- ▸ the biennium of the report,
- ▸ the **SPAR** date
- ▸ the quarter for which the report was created
- ▸ the submitted date
- ▸ the review date
- ▸ the accepted date
- ▸ the buttons for processing the reports

The last three date columns display the date on which certain processing steps occur in the acceptance of the report that are tracked and filled in by the system. The Submitted Date is the date that the County staff member clicked on the "Submit" button to send the report to the RA for review. The Review Date is the date that the submitted report has been opened by the RA for review. The Accepted Date is the date on which the RA formally accepts the quarterly report within the system.

It is a good idea to start over from the beginning if there has been a contract amendment and/or a revision to the Spending Plan for your County since the initial expenditure sheet was created in the system. The

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Section 2 – Biennial Quarterly Report

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report is attached to the most recent approved SP that exists in the **SPAR** system at the time it is generated. Once a report has been created it will always refer back to the original SP that it used in the initial calculations. Therefore, if there has been a revision to the Spending Plan it is necessary to delete the existing draft quarterly report and start over.

Once the new QR has been successfully created the user is taken to the Expenditure screen. This screen displays the service activity and costs for County services over the period from the start of the biennium to the end of the quarter for which the report is being developed. The screen is made up of ten columns. Starting on the left side the columns are:

▸ The BARS code number for the service category
▸ The description or title in BARS for that category
▸ The number of service units in the Spending Plan for the biennium in that BARS line
▸ The dollars allocated for the biennium in that BARS line
▸ The proportion of service units that would be expected to have been delivered by the end of the quarter being reported
▸ The dollar amount that would be expected to have been expended in that line by the end of the quarter being reported. (These two lines are simple ¼, ½, ¾ proportions of the total columns to the left.)
▸ The actual service levels delivered. Some of these values are filled in by the system and the rest must be entered by the County staff.
▸ The actual dollars expended by the County in support of the reported service. The County staff must enter these values.
▸ The percentage of the expected service units for the quarter that were reported in the actual column.
▸ The percentage of the expected dollar expenditures that were reported in the actual column.

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The next step in building the report is to make the system generate the service counts for the BARS categories. To accomplish this, the user must scroll all of the way to the bottom of the Expenditure screen. As you scroll down this screen it is a good check to review the numbers in the second and third columns, the Spending Plan service and dollar allocations, to ensure that they match your figures for the appropriate Spending Plan.

At the bottom of the Expenditure Screen are two buttons. The first is marked "Generate" and the second "Save". The Generate button, when clicked, causes the system to go out to the *TARGET* database and retrieve the service numbers and calculate total values for those BARS lines covered by *TARGET* . The Save button saves the current draft report for further editing or submission to the RA.

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It is important that each user be familiar with both of these buttons and understands the generate process because it is necessary for the County staff to fill values for those service lines where units are required and the data is not calculated from *TARGET*. The following section details the specifics of how the calculations are done through the Generate process.

Generate Process

The SPAR Generate button generates the values, using TARGET data, for the following Bars Codes (Values for all other lines must be entered by County staff):

51 ADATSA Assessment and Monitoring
52 DUI Assessments
55 ADATSA Outpatient Treatment Services
56 Outpatient Treatment Services
57 Outpatient Treatment Services for PPW

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58 Outpatient Treatment Services for Youth
61 Family Support
64 Case Management
65 Case Management for PPW
66 Case Management Treatment Services for Youth
81 Intensive Inpatient Days
82 Long Term Residential Days
83 Recovery House Days
84 Involuntary Treatment Services
85 Residential Services for PPW

The above bars codes are each set into three different revenue types: Non-criminal Justice, Criminal Justice and Byrne. For example, Bars 51 could have Bars 51 (Non-criminal Justice), Bars 51 (Criminal Justice), and Bars 51 (Byrne)

CRITERIA

Counts in the above bars codes by revenue awards types, will be generated if there is service reported in the category.

The SPAR system uses a different set of criteria to calculate the values for each Bars codes. The following criteria are applied to all BARS codes:

1. Records that are non Title XIX Funded are included
2. Records must show Funding Source of County Community Services
3. Records for only the governing county or counties that the quarterly report is based on
4. Records within the appropriate date range for the quarter of the quarterly report:
   - Quarter 1: (7/1/biennium) through (12/31/biennium)
   - Quarter 2: (7/1/biennium) through (6/30/biennium)
   - Quarter 3: (7/1/biennium) through (12/31/biennium)
   - Quarter 4: (7/1/biennium) through (6/30/biennium)

Additionally a second set of criteria is based on the revenue categories for Non-criminal Justice, Criminal Justice and Byrne. The following lists the criteria for each of the revenue categories:

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<u>Non- Criminal Justice</u>
Excludes records that have the following State Special Projects
1. Byrne (6142)
2. CJ – Misc. Drug Court (6366)
3. CJ – Misc. Non – Drug Court (6419)
4. CJTA – Drug Court (6417)
5. CJTA – Non – Drug Court (6418)
6. State Drug Court (6416)

<u>Criminal Justice</u>
Includes records with the following State Special Projects
1. CJTA – Drug Court (6417)
2. CJTA – Non – Drug Court (6418)
3. CJ – Misc. Drug Court (6366)
4. CJ – Misc. Non – Drug Court (6419)
5. State Drug Court (6416)

<u>Byrne</u>
Includes records with the following State Special Project
1. Byrne (6142)

BARS CODES

The following lists the individual's bars codes set of criteria and a brief description of what is being counted:

51 ADATSA Assessments
Description: Counts the number of assessments with the contract type of ADATSA.
Criteria: Contract Type of ADATSA

52 DUI Assessments
Description: Counts the number of assessments with the special assessment type of DUI.
Criteria: Special Assessment Type of DUI

NOTE: Records that have a "Criminal Justice" contract type and/or a valid "criminal justice" State Special Project code will be included in the "criminal justice" revenue category.

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55 ADATSA Outpatient Treatment Services

Description: Counts the number of Admission Duration and Treatment Activity hours for ADATSA funded clients.
Criteria:
1. Contract Type of ADATSA
2. Modality of Outpatient and Intensive Outpatient
3. Activity Attendance is "Yes"
4. Treatment Activity Types Of:
   - Individual
   - Group
   - Conjoint
   - Family without Client
   - Acupuncture
5. Title XIX Funded is "No"

56 Outpatient Treatment Services
Description: Counts the number of Admission Duration, non-ADATSA Assessment duration and Treatment Activity hours for non ADATSA funded clients.
Criteria:
1. Contract Type that is not ADATSA or PPW or Youth
2. Modality of Outpatient and Intensive Outpatient
3. Activity Attendance is "Yes"
4. Treatment Activity Types Of:
   - Individual
   - Group
   - Conjoint
   - Family without Client
   - Acupuncture
5. Title XIX Funded is "No"

NOTE: Records that have a "Criminal Justice" contract type and/or a valid "criminal justice" State Special Project code will be included in the "criminal justice" revenue category.

57 Outpatient Treatment Services for PPW
Description: Counts the number of Admission Duration, non-ADATSA Assessment duration and Treatment Activity hours for clients contracted under PPW.
Criteria:

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1. Contract Type that is PPW
2. Modality of Outpatient and Intensive Outpatient
3. Activity Attendance is "Yes"
4. Treatment Activity Types Of:
   - Individual
   - Group
   - Conjoint
   - Family without Client
   - Acupuncture
5. Title XIX Funded is "No"

58 Outpatient Treatment Services for Youth
Description: Counts the number of Admission Duration, non-ADATSA Assessment duration and Treatment Activity hours for clients contracted under Youth.
Criteria:
1. Contract Type that is Youth
2. Modality of Outpatient and Intensive Outpatient
3. Activity Attendance is "Yes"
4. Treatment Activity Types Of:
   - Individual
   - Group
   - Conjoint
   - Family without Client
   - Acupuncture
5. Title XIX Funded is "No"

61 Family Support Services
Description: Counts the number of support activity hours for Family Support.
Criteria: Client and Agency Support Activity Type of Family Support

64 Case Management
Description: Counts the number of treatment activity hours for clients not contracted under PPW or Youth.
Criteria:
1. Contract Type that is not PPW or Youth
2. Treatment Activity Types Of:
   - Case Management

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NOTE: Records that have a "Criminal Justice" contract type and/or a valid "criminal justice" State Special Project code will be included in the "criminal justice" revenue category.

65 Case Management for PPW
Description: Counts the number of treatment activity hours for clients contracted under PPW.
Criteria:
1. Contract Type that is PPW
2. Treatment Activity Types Of:
   - Case Management

66 Case Management Treatment Services for Youth
Description: Counts the number of treatment activity hours for clients contracted under Youth.
Criteria:
1. Contract Type that is Youth
2. Treatment Activity Types Of:
   - Case Management

81 Intensive Inpatient Days
Description: Counts the total number of service days provided under Intensive Inpatient.
Criteria: Modality type of Intensive Inpatient

NOTE: Records that have a "Criminal Justice" contract type and/or a valid "criminal justice" State Special Project code will be included in the "criminal justice" revenue category.

82 Long Term Residential Days
Description: Counts the total number of service days provided for Long Term Residential.
Criteria:
1. Modality type of Long Term Residential
2. Excludes the following agencies:
   - 005002 Pioneer Center North – Sedro Wooley
   - 111600 Pioneer Center East - Spokane

NOTE: Records that have a "Criminal Justice" contract type and/or a valid "criminal justice" State Special Project code will be included in the "criminal justice" revenue category.

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83 Recovery House Days
Description; Counts the total number of service days provided for
Recovery House Criteria: Modality type of Recovery House

NOTE: Records that have a "Criminal Justice" contract type and/or a valid "criminal justice" State Special
Project code will be included in the "criminal justice" revenue category.

84 Involuntary Treatment Services
Description: Counts the total number of service days provided for
Involuntary Treatment Services.
Criteria:
1. Modality type of Long Term Residential
2. Includes only the following agencies:
    - 005002 Pioneer Center North – Sedro Wooley
    - 111600 Pioneer Center East - Spokane

NOTE: Records that have a "Criminal Justice" contract type and/or a valid "criminal justice" State Special Project code will be included in the "criminal justice" revenue category.

85 Residential Services for PPW
Description: Counts the total number of service days provided for
Pregnant and Parenting Women.
Criteria:
1. Modality of Intensive Inpatient and Long Term Residential
2. Contract Type of PPW
3. Excludes the following agencies
    - 005002 Pioneer Center North – Sedro Wooley
    - 111600 Pioneer Center East – Spokane

Once the Values have been generated for those lines that the system computes the County staff then need to go through the remaining lines requiring service levels and enter those values by hand. There should be services reported for each line in which funds have been allocated on the Spending Plan and for which service units are defined.

There may be situations in which service units are generated by the system for lines where the county is not actually expending funds. This situation is caused by providers entering services with modality or contract type or fund source errors which are sending the service into inappropriate

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categories. The only way to correct this situation is to contact the provider and have them correct the case in *TARGET*.

All of the values for the "Dollars Expended" column must be entered by County staff. Once this is done, the Quarterly Expenditure Statement is complete and the screen should be saved.

The Revenue Statement

The next step in the process is to complete the Quarterly Revenue Statement. This is done by returning to the *TARGET*/**SPAR** menu and selecting the Edit/View Revenue Report option. The user is taken to a set of search screens that allow you to choose the revenue page that you would like to work on. The screen for this look-up function is essentially the same as the one described earlier, in the Expenditure Statement section.

After selecting the draft Revenue report, the user is taken to the Revenue Report screen. This screen is directly linked to the expenditure screen such that any need to regenerate this sheet must be done by regenerating the Expenditure Statement.

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The appearance of this screen will vary somewhat from County to County because the number of lines or rows on the screen is dependent on the number of revenue award categories the County is receiving from DASA. The columns on this screen consist of:

▸ The award title for the various revenue categories from which the County is receiving funding from DASA
▸ The total award amount for the biennium in this revenue stream
▸ The dollar amount that would be expected to have been billed or received in that line by the end of the quarter being reported. (This line is a simple ¼, ½, ¾ proportional of the total column to the left.)
▸ The Paid column is a **SPAR** system generated column that totals up the payments made by DASA to the County up to the last day of the quarter being reported upon.
▸ The Unbilled Dollars column is where the County needs to fill in the amounts for each line where expenditures have occurred for the quarter but the billings have not been submitted to DASA or if submitted, the payment had not been processed by the last day of the quarter.
▸ The Total Dollars column is the sum of the Paid column and the Unbilled Dollars column. This should total all expenditures incurred through the last day of the quarter.

Section 2 – Biennial Quarterly Report

⯈ The percentage of the expected dollar expenditures that were reported in the Total Dollars column.

Once the appropriate dollar figures have been entered into the "Unbilled Dollars" column, on the Revenue Statement, the file should be saved again by clicking on the "Save" button at the bottom of the screen. If necessary any of these sheets can be saved at any point and the user can come back later into the system and pull up the draft report to complete the data entry or review at a later date

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Section 3 – Quarterly Report Checklist

Quarterly Report Checklist

The final data-entry task in completing the Biennial Quarterly Report is to fill out the Quarterly Report Checklist. To begin this task, go to the *TARGET* /**SPAR** menu once again and select the Edit/View Checklist option. This will take you to the search screens for the biennium and the County. Once you have negotiated those successfully you will find yourself at the checklist selection screen.

The columns on this screen reflect the initial report identification information and the specific narrative reporting items that are required as part of the Quarterly Report package.

By selecting the correct checklist the user is taken to the Quarterly Report Checklist screen. County staff must then document their submission of the various narrative reports by clicking on the drop down list box next to the item and choosing "Yes" for each of the reports that have been submitted to the Regional Administrator.

Section 3 – Quarterly Report Checklist

After completing the form the file should be Saved once again. This completes the creation of the Quarterly Report. The next section of this manual describes the submission of the electronic report.

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Section 4 – Submission of the Quarterly Report

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The last step is to Submit the Quarterly Report for acceptance by the DASA Regional Administrator. This process begins by going to the *TARGET*/**SPAR** menu and selecting the "Edit/view Qt Report" option from the menu. The user is once again taken to the search screens for County and biennium. After moving through these, the selection screen for choosing between the various Quarterly Reports is reached.

The columns on this screen reflect:
  ‣ the County of the report,
  ‣ the biennium of the report,
  ‣ the **SPAR** date
  ‣ the quarter for which the report was created
  ‣ the submitted date
  ‣ the review date
  ‣ the accepted date
  ‣ the buttons for processing the reports

The last three date columns display the date on which certain processing steps occur in the acceptance of the report that are tracked by the system. The Submitted Date is the date that the County staff member clicked on the "Submit" button to send the report to the RA for review. The Review Date is the date that the submitted report is opened by the RA for review. The Accepted Date is the date on which the RA formally accepts the quarterly report within the system.

On the far right side of the screen are two buttons; one labeled "Submit", the other labeled "Delete". By clicking on the submit button, the County user submits the Quarterly Report for review and acceptance by the RA. Once the report has been submitted, it cannot be edited or changed.

Section 4 – Submission of the Quarterly Report

As soon as the Submit button is selected, the button lay out will change to displaying only a single "Recall" button on the line for that report. If it is necessary to edit or modify the report the County can retrieve the report from the review process by clicking on the Recall button. This option is only available until the Regional Administrator has opened the report for review. After that point, the Recall button disappears from the screen. From that point on the only means of changing the report is for the RA to reject the report. This sends it back to the County for updating or changes.

Once the final report is submitted and accepted by the RA the report is locked down and saved in the system. It cannot be edited or revised. The one exception to this is for the fourth Quarterly Report at the end of the biennium. The system will allow the generation, submission and acceptance of reports following the initial fourth quarter completed report if this is necessary to account for funding and service changes that occur after the end of the biennium. This process will not modify the originally accepted fourth quarter report it will simply create and store a second or third report for the fourth quarter.

Thank You for using the Spending Plan Activity Reporting (**SPAR**) system and if there are suggestions or changes to this manual please contact the *TARGET* Helpdesk at 1-888-461-8898.